

# **SOUTHWEST FIRE USE TRAINING ACADEMY STEERING COMMITTEE CHARTER**

6/18/07

## **Authority**

The Southwest Fire Use Training Academy Steering Committee (SWFUTASC) operates as a standing committee under the authority of the Southwest Area Coordinating Group (SWCG).

## **Mission**

The Southwest Fire Use Training Academy Steering Committee is chartered by the Southwest Coordinating Group (SWCG) to provide guidance and oversight to the Southwest Fire Use Training Academy (FUTA). The FUTA Steering Committee will report to the Southwest Coordinating Group and has an obligation to coordinate with the National Interagency Fuels Coordination Group. The Steering Committee will ensure that the center provides opportunities for individuals from federal, state, local or tribal government agencies to build skills and confidence in the application of prescribed fire and fire use. The Steering Committee will utilize interagency representation to facilitate coordination of actual burn projects and curriculum within the Southwest Area.

The primary mission of the Steering Committee will be to provide two Fire Use academies per year. Other fire program training will be presented as opportunities and funding allow.

## **Purpose**

The responsibilities of the FUTA Steering Committee are:

- Implement the direction of the SWCG, and report to the group as requested.
- Provide guidance and oversight to assure a viable FUTA program, with the represented agencies of the committee providing financial and staffing support, through a fair-share cost determination process.
- Submit annual operating plan, strategic plan, and one-time cost proposals to the SWCG for review as needed.
- Promote FUTA and the Prescribed Fire Training Center as national focal points for prescribed fire application.
- Coordinate with other organization and entities, including the NWCG, as appropriate to achieve mutual goals in support of prescribed fire and fuels management applications.
- Foster partnerships and the exchange of knowledge of prescribed fire and fuels management and the use of these tools.

- Facilitate other training and development as requested and appropriate to meet the evolving needs of the wildland fire community in prescribed fire and fuels management and wildland fire use.
- Provide a medium for agency fuels managers, academy coordinators, project providers, and trainees on issues involving FUTA, fuels management, and training.

## **Membership**

The following agencies will provide voting representatives to the Steering Committee:

3-USDI Bureau of Indian Affairs – Western Regional Office, Navajo Area Office, Southwest Regional Office

1 -USDI National Park Service – Intermountain Region

2 -USDI Bureau of Land Management – AZ and NM

1-USDA Forest Service - R3

1- USDI Fish and Wildlife Service - R2

1 -NM-EMNRD, New Mexico State Forestry Division

1 -Arizona State Land Department, Fire Management Division

In addition there will be non-voting representatives from the Academy, the Southwest Coordinating Group and a recording secretary .The Steering Committee may incorporate Technical Advisors when needed.

## **Officers**

Officers will consist of a Chair and Vice Chair, rotated from the representative membership. Each will serve a term of two years. The rotation will occur at the spring Steering Committee meeting with the Vice Chair becoming the new Chair. A new Vice Chair will be rotated in every other spring, beginning in 2007. Rotation will follow as: BIA – Western Region, FWS, BLM – NM, BIA – Navajo Region, AZ State Forestry, USFS, NPS, BIA – Southwest Region, BLM – AZ, NM State Forestry.

After serving a term as an officer, a member can remain part of the Steering Committee once their term has expired.

Responsibilities of the **Chairperson** shall include:

- Assure and facilitate Steering Committee meetings and conference calls..
- Assure that meeting notes are distributed.
- Monitor progress on action items.
- Approve meeting and conference call agendas.
- Act as a focal point for communications to SWCG.
- Review and recommend changes to the charter annually.

Responsibilities of the **Vice Chair** include:

- Serve as Acting Chair as needed.
- Confirm locations and dates of meetings.

## **Steering Committee Members**

Steering Committee members will serve to provide interagency management review and oversight of FUTA. The Committee members will serve to expedite communication between their organization and FUTA. If a member is unable to attend a meeting or conference call they are responsible for finding a suitable replacement.

The agency shall designate an individual to replace an outgoing Committee member or technical advisor. Steering Committee members are expected to be involved and supportive of the mission of FUTA, participate in the meetings of the Committee, and be actively involved in promoting and marketing the FUTA program. Committee members have a responsibility to participate in the programs of the academy, including periodic presentations to session audiences, mentoring of trainees, site visits and/or field reviews of the academy operations.

## **Committee Activities**

Management direction and oversight of the Steering Committee will be provided by the SWCG.

The Committee will meet a minimum of two times per year. One meeting will be held following each session of the academy to review accomplishments. Conference calls will be held twice a year – once in the summer and once in the fall. In addition there will be a FUTA budget review every fall. The Chairperson will have authority to cancel or reschedule committee meetings, as necessary. Executive sessions of the Steering Committee members without FUTA staff may be arranged at the request of the Chairperson.

Formal decisions will be documented in meeting notes, and any action items associated with decisions will be clearly identified, along with parties responsible. If decisions need periodic review, a time frame will be agreed upon for that. An action item log of the activities of the committee will be maintained by the recording secretary in the meeting notes and copies provided to the steering committee.

Decisions will be reached by consensus, if possible. If time constraints do not allow consensus to be reached, a decision may be reached by majority vote of the agency representatives. The Chairperson should minimize the use of this decision method, and ensure that a non-consensus decision is reviewed at the next meeting, with sufficient time to find as much common ground among the members as possible. Consensus is considered attained if there is agreement among those listed as voting members.

The Committee will develop the annual FUTA business plan and operating plan and forward it to the National Interagency Fuels Coordination Group. The steering committee recognizes the interagency nature of FUTA and wants to assure an equitable distribution of costs for operating FUTA each year. However it is understood that individual agency budgets and missions may dictate the amount they can provide to FUTA.

**Charter Approval:**

The Charter shall remain in effect until amended by the Committee and approved by the SWCG.

On behalf of the Southwest Coordinating Group, this charter is approved and accepted by the Chair.

/s/ Bob Lineback  
Chair, Southwest Coordinating Group

Date: 8-14-07